

**RFQ # 15-003-41**  
**Request for Qualifications**  
**STRATEGIC SOURCING SERVICES-VARIOUS DEPARTMENTS-**  
**SHELBY COUNTY GOVERNMENT-SHELBY COUNTY,**  
**TENNESSEE**

Shelby County Government, (the “County”) seeks to retain the services from a qualified Consultant to provide Strategic Sourcing Services for Shelby County, Tennessee.

Consultants who are interested in providing professional, qualified and comprehensive assessments of selected County cost centers resulting in quantifiable cost reduction savings to the County should submit a Letter of Interest and Statement of Qualifications. The County will select and negotiate a contract with the Consultant most qualified for this project. Submittals must include, but are not limited to, the following:

- Firm name, address, and telephone number.
- Point of contact: name and telephone number.
- Overview of Consulting firm including clear statements of expertise in providing services of this nature including key individuals, qualifications, experience and roles.
- Experience and references for three (3) private sector case studies and three (3) public sector case studies with results.
- Provide list of current public sector clients with contact information.
- Summary of suggested approach to meet the County objectives for the project.
- A written statement of compliance to Title VI must be provided with your response.
- Summary of suggested approach to meet the County objectives for the Project Description.
- An anticipated schedule for completion of the requested studies based on suggested approach.
- Statement of ability to begin contract performance on July 1, 2015.

As a part of doing business with Shelby County, each individual, company or organization is required to apply and qualify for a vendor number and an “Equal Opportunity Compliance” certification number prior to submitting your response.

Because of the length of time it takes to apply and qualify for an EOC number, vendors who submit an application prior to the bid opening bid will be accepted pending EOC approval.

To obtain a vendor number and an EOC number, please follow the instructions below:

### **Vendor Number (Purchasing Department)**

At the top of the home page, click on the links “Department”, “P” for the Purchasing Department and “Conducting Business with Shelby County”. The “Vendor Registration” link is at the bottom of the drop down box. Please download the application instructions and read thoroughly prior to accessing the application. (Applications for a vendor number are accepted online only.)

### **Equal Opportunity Compliance (EOC) Number (EOC Administration Office)**

At the top of the home page, click on the links “Department”, “E” for the Equal Opportunity Compliance and “Contract Compliance Program”. The “Contract Compliance Packet” link is in the middle of the page. Please print the packet and mail or fax the completed packet to the EOC office. The mailing address is 160 N. Main Street, Suite 200, Memphis, TN 38103. The fax number is 901-222-1101.

**If you have any questions regarding the applications, you may contact Purchasing at (901)222-2250 or the EOC Administration at (901)222-1100.**

## **A. PROJECT DESCRIPTION**

**Consultant services include, but may not be limited to the following:**

1. Conduct a comprehensive no-cost assessment of one or more mutually agreed upon Shelby County cost-centers identifying potential cost savings opportunities. Present findings and assist the County in determining viability of opportunities presented such as current spend data versus current market availability and costs.
2. Identify key potential suppliers currently manufacturing products or delivering services in areas identified as having potential cost savings opportunities according to desired specifications provided by County.
3. Provide assistance in Request for Bid document preparation, attend pre-bid meeting if scheduled, assist in response analysis including analyzing existing and potential vendor relationships, make recommendations and identify pertinent legal issues or other areas of concern.
4. Subsequent to award, assist in contract negotiation and execution.
5. Establish a method in conjunction with the County by which the savings may be tracked as they materialize.

## **B. FEE**

There will be no fees or expenses charged the County for the tasks associated with Items 1-5 of the Project Description. The Respondent within its proposal must submit its fee arrangement which is to be paid from savings generated within a specified time period.

## **C. EVALUATION CRITERIA**

The selection of the consultant will be based on the following criteria which must be enumerated within proposal:

- Valid Shelby County Vendor Number and Equal Opportunity Compliance (EOC) Certification Number.
- Written statement of compliance to Title VI.
- Capability to perform required services and qualifications of staff.
- Extent of experience and past performance on similar projects.
- Proposed schedule and approach to perform required services in a timely manner.
- Project understanding, approach and methodology.
- Responsiveness and demonstrated ability to deliver high quality results and documentation.
- References.

## **D. CORRESPONDENCE**

Respondents requesting additional information or clarification are to contact Nelson Fowler in writing at [nelson.fowler@shelbycountyttn.gov](mailto:nelson.fowler@shelbycountyttn.gov) or at the address listed below. Questions should reference the section of the RFQ to which the question pertains and all contact information for the person submitting the questions. ***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED.*** The deadline for submitting questions will be ***Monday, April 6, 2015 by 12:00 p.m. (CST)***

These guidelines for communication have been established to ensure a fair and equitable process for all respondents.

All written questions submitted by the deadline indicated above will be answered and posted on the County's website at [www.shelbycountyttn.gov](http://www.shelbycountyttn.gov) within forty eight (48) hours of the above cut-off date.

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County or its benefit administrators regarding this RFQ may disqualify your company from further consideration.

**E. PROPOSAL SUBMISSION & DEADLINE**

Firms may request consideration by submitting an original, six (6) copies and a digital CD of a letter of interest and statement of qualifications to Mr. Nelson Fowler, Manager A, Purchasing Department, Shelby County Government, 160 North Main Street, Suite 900, Memphis, TN 38103.

**F. Non-Discrimination and Title VI**

The contractor hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State Constitutional or statutory law. The contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

Any recipient entity shall be subject to the requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and regulations promulgated pursuant thereto. It shall develop a Title VI implementation plan with participation by protected beneficiaries as may be required by such law or regulations. To the extent applicable, such plan shall include Title VI implementation plans sub-recipients of federal funds through the entity. The contractor shall produce the plan upon request of Shelby County Government. Failure to provide same shall constitute a material breach of contract.

**G. Disclosure of Proposal Contents**

Provider understands and acknowledges that the County is a governmental entity subject to the laws of the State of Tennessee and that any reports, data, or other information supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All proposals and other materials submitted become the property of Shelby

***All qualifications must be received by Mr. Fowler's office on or before 4:00 PM (Central Time) Monday, April 13, 2015.***

Submittals will be reviewed by a Consultant Review Committee (CRC) that will identify the most qualified proposers. At the discretion of the CRC, selected consultants may be interviewed to determine the most qualified firm or firms.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex and creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements.

**Note: A copy of the Evaluation Scorecard on which Proposers will be graded is attached.**